



MINIMUM DELIVERY, UNLOADING AND LOADING OF MATERIALS AND PLANT STANDARDS

Scope: These standards shall apply to all delivery drivers not undertaking works other than those works directly involved with the unloading of vehicles supplying materials/plant/equipment.

The following are examples of those who are covered by this procedure:

- Tipper trucks delivering loose/sheeted materials
- Concrete trucks placing concrete into piles/skips or hoppers, including multiple locations
- Flatbed trucks delivering mobile plant
- Flatbed trucks that self-unload using (Hiab or similar equipment) or are unloaded by an onsite crane or excavator
- Flatbed or box trucks unloaded by forklifts whether part of the vehicle self loading system or provided by the site (i.e. JCB with forks or site forklift/telehandler)
- Wagon with equipment/materials unloaded by hand

This procedure does not cover trucks/delivery vehicles which are on site to carry out construction function/operations drivers of such vehicles must be provided with the full Costain Induction, examples of such operations include:

- Gully emptiers
- Road sweepers
- Concrete pumps
- Hiab equipment brought onsite with the specific function of carrying out a site lift and not part of a delivery operation.
- Fitters/Repairers and other short term operatives are also not covered by this procedure

Definitions

Supply Chain Member: Material or plant supplier arranging for delivery by a vehicle to the site

Materials: Any goods or products delivered by the Supply Chain Members to a Costain construction site or office.

Plant: Any machine that is self propelled and controlled by an operator either seated on the machine or remotely.

The Supply Chain Members shall be responsible for ensuring these standards are disseminated to whoever makes the deliveries, unloading or loading of materials or plant to a Costain construction site or office. Costain shall reserve the right to audit the process of dissemination of these standards within the Supply Chain Members business.

THESE STANDARDS ARE THE MINIMUM REQUIREMENTS

1. Health, Safety and Environment

1.1 The Supply Chain Member's vehicle and driver shall comply with all relevant Health and Safety legislation relevant to his works, occupation and vehicle. In addition the Supply Chain Member is to ensure that all drivers are aware of the generic hazards that may be present on construction sites and where applicable comply with Regulation 3 of the Management of Health and Safety Regulations.

1.2 In the event that the Supply Chain Member or his representative fails to comply with the general requirements of this standard or the general requirements as



laid out under the Health and Safety at Work Act 1974, including all subordinate legislation, then we reserve the right to immediately stop activities and deploy resources as necessary to correct such failure or deficiency and the costs of such deployment will be contra charged to the Supply Chain Member.

1.3 Current Costain Group Policies and Policy statements will be available for inspection upon request and these requirements shall be made known to the Supply Chain Member, who in turn shall cascade such requirements as applicable. These policies must be complied with. Failure to comply with the requirements of these policies may result in the removal from site of the relevant personnel. The effects of such action in respect of costs and time will be quantified and charged to the Supply Chain Member.

1.4 A copy of Costain's Safety, Health and Environment Procedures and Guidance is available on all sites.

1.5 All Supply Chain Members delivery drivers dependent on their duration on site will be required to attend the site visitors, delivery drivers, or possibly a full induction. The decision on which induction that will be undertaken will be decided by one of the Costain site management team upon arrival in line with this document and procedural requirements.

2 Project/Site Entry Procedures

2.1 All Supply Chain Members delivery drivers must, where applicable;

- Adhere to specific traffic management routes to be used based on SHE or planning requirements /conditions this information will be provided during the induction.
- Report to project/site reception or security upon arrival at the project/site.
- Stop/park their vehicle in a safe, identified or recognised area.
- Ensure that they have sufficient PPE (refer to clause 4.0) and it is worn as soon as the individual alights from the vehicle.
- Ensure no mobile electronic devices including ear pieces are used on Costain construction sites or offices. This is not limited to mobile phones, but also includes iPods, personal radios & MP3 players and 2 way radios.

3 Health, Safety and Environmental Signage

3.1 In all cases the Supply Chain Members delivery drivers must comply with the requirements of all signs and notices provided on site, any delivery drivers who do not comply may be removed from site.

4 PPE Requirements

- 4.1 There is a mandatory minimum PPE standard on all Costain projects and consist of;
- Hard hat (white)
 - Hi Vis attire
 - Construction site – Yellow vest either long sleeve to EN 471 class 3 or short sleeve to EN 471 class 2
 - Highway Projects – Yellow long sleeve vest to EN 471 class 3
 - Rail – Orange vests to EN 471 class 2 & EN 510 anti entanglement. Orange Trousers to EN 471 class 1. blue hard hat.
 - Protected toe cap & mid sole safety boots
 - Safety Glasses or for those that wear prescription spectacles; prescription safety glasses to be worn.



- Gloves – suitable as defined in the site risk assessments

PPE requirements including those additional to the above will be provided by the Supply Chain Member.

5 Planning, Environmental Restrictions

- 5.3 No refuelling of delivery vehicles is permitted on Costain sites or JV's without express permission from the site manager.

6 Site House Keeping

- 6.1 Where deliveries are made and where applicable the Supply Chain Member is to remove, at his expense, all packaging materials, pallets and waste.
- 6.2 All deliveries are to be unloaded in designated unloading /lay down areas that have been identified by Costain. Under no circumstances are materials or plant to be unloaded outside of these areas without the express permission of Costain.
- 6.4 No Supply Chain Member delivery drivers shall deposit waste of any kind within a Costain site or office, whether in a receptacle or otherwise without the express permission of Costain. Where a contravention is discovered the material shall be recovered and disposed of in accordance with the regulations and the cost of such disposal contra charged to the Supply Chain Member.
- 6.6 In the event of materials or plant, of any sort, that have been delivered in an incorrect area or stacked in an unsafe condition or unloaded without prior approval will be made safe and the cost of such actions will be deducted from the Supply Chain Members account.

7 Competency

- 7.1 All Supply Chain Member delivery driver's that undertake any form of business or activity on site or office must comply with Costain's competency policy.
- 7.2 Costain's competency policy is enclosed with this document
- 7.2.1 Truck Mounted Cranes – Wherever possible, the Supply Chain Member (of the Truck Mounted Crane) should hold a CPC card for the category in question. Where this is no evident, proven training under the "ALLMI" scheme (Association of Lorry Loader Manufacturers and Importers) is an absolute minimum and the need for instruction and supervision by the Costain remains in any case.
- 7.3 Records of all certificates and competency cards will be examined before any work or entrance to construction activities is allowed. Copies of these certificates will be taken and kept on record by Costain.
- 7.4 In the event that the Supply Chain Members delivery driver cannot satisfactorily demonstrate his/her competence then that driver/operator will not be permitted to enter the site.

8 Occupational Health

- 8.1 Should any Supply Chain Members delivery driver fall under the category of a safety critical worker then the Costain Safety Critical worker medical procedure will take effect. It is not anticipated that delivery drivers will fall into this category.



- 8.2 All Supply Chain Members delivery driver must comply with Costain's Drugs & Alcohol Policy. Costain reserves the right to carry out "with cause drugs and/or alcohol test" on any individual on a Costain site or project.

9 Plant and Equipment

- 9.1 Under no circumstances are vehicles or plant to reverse on site without a banksman/traffic marshal being present to control the operation.
- 9.2 All "body skips" of tipper type vehicles that unload loose material on a Costain site must ensure that all material has been released from their skip and they lower the skip and lock it into position BEFORE moving off.
- 9.3 Supply Chain Members delivery driver operating tipper delivery trucks and Hiab are responsible for ensuring that the area above them is free from overhead obstacles or services before raising tipper bodies or booms
- 9.4 All Supply Chain Members delivery driver must use the correct procedures, routes and any equipment provided for their safety when exiting or entering their vehicles or other work areas, i.e. cab steps and hand holds, step type ladders. Under no circumstances are Supply Chain Members delivery drivers to jump from tailgates, flat beds or plant vehicles.
- 9.5 Where applicable delivery vehicles shall be fitted with an audible reversing alarm and flashing beacons, cameras are preferable where rear visibility is obstructed.

10 Lifting Operations & Equipment

- 10.1 All delivery vehicles unloading equipment must be "fit for purpose", in accordance with the Provision and Use of Work Equipment Regulations 1998 and LOLER, and be maintained in such a condition in order that they do not present an unacceptable risk to either the Supply Chain Member or any other member of the project team. Maintenance records, test certificates or other forms of legal documentation will be requested by the project management team before operations are allowed to proceed.
- 10.2 All delivery vehicles must have "statutory inspections" pack that should consist of all the required documentation required under the various legislation, both Health and Safety and the **Road Traffic Act 2006**. This pack must be presented to the project/site management team upon request. In the event that a pack is unavailable or the required documentation/certificates are unavailable for inspection no loading/unloading will be permitted.
- 10.3 Any loading/unloading operation that requires a lifting type procedure must be accompanied by a suitable and adequate lift plan; this may include but not be restricted to Hiab use, forklift use etc.
- 10.4 Where deliveries are unloaded via any form of lifting equipment, they are under no circumstances to over sail workforce or public accessible areas.

11 Work at Height

- 11.1 The Supply Chain Member shall conform to the General arrangements of the HASAWA 74 Act and in particular to the Management of Health and Safety Regulations and the Work at Height Regulations 2005



- 11.2 Under no circumstances are Supply Chain Member's delivery driver's to carry out any form of activity at height without suitable and adequate protection measures in place to prevent falls. This applies access and working from low loader beds, flat beds, tail lifts, skip vehicles, HIABs, skirted vehicles etc.
- 11.3 Where equipment is provided by the Supply Chain Member for the safety of people, it must be, serviceable, fit for purpose and used at all times when required. In particular this applies, but is not limited to the seat restraint for the seating platform on a lorry mounted crane or HIAB operating positions.

12 Site Deliveries

- 12.1 No children, family members, passengers or pets are allowed in the cab or cockpit of any vehicle when making a delivery, unloading or loading to a Costain site or office. Failure to comply with this condition shall result in the in the vehicle being refused admission to site.
- 12.2 Supply Chain Members delivery drivers must check the security and stability of all loads before any securing devices chains or strops are released. The driver must ensure that the load is unloaded in the appropriate order.
- 12.3 All plant unloaded by delivery drivers must be isolated/keys removed.
- 12.4 Wheel washes/jet washers are to be used by Supply Chain Members delivery driver where appropriate to prevent mud being placed on carriageways.
- 12.5 All concrete vehicles must in the first instance be returned to their own depot for washout, where this is not practicable then a designated washout must be constructed/provided. All concrete delivery drivers must use this wash out at all times. Any concrete waste deposited incorrectly will be cleaned up by the site and all costs contra-charged to the Supply Chain Partner.

13 Protection of Surfaces

- 13.1 Where the delivery of materials or plant require the deployment of either stabilisers outriggers or other high impact ground bearing pressure devices then the Supply Chain Member delivery driver shall take all measures to protect any finished surfaces.

14 Service Management

- 14.1 The Supply Chain Member delivery driver must obtain appropriate information as to be aware of onsite overhead power cables.
- 14.2 The Supply Chain Member delivery driver will be made aware of onsite underground services, voids channels and chambers with temporary covers fitted and must ensure that their activities will not adversely impact on such services or the stability of the vehicle either resting or whilst working, this is especially important when outriggers and or stabilizers are used to load/unload.
- 14.3 All Supply Chain Member delivery drivers must exercise care when traversing areas of the site that may have surface laid pipes or over pumping activities are taking place. In all such circumstances recognised crossing points must be used.

15 RAMs – Risk Assessments and Method Statements



- 15.1 All significant activities carried out on all Costain projects /sites are controlled by a Risk assessment and Method statement (RAM's). Where a delivery that involves the following, but not limited to, will require RAMs;
- Deliveries of plant.
 - Deliveries that require the use of a truck mounted crane, forklift or other mechanical aid to assist with the unloading.
 - Any loading or unloading activity that involves Working at Height issues.
 - Use of tipping vehicles
 - Use of any vehicles with outriggers

16 Vehicle Safety Specification – from 1st October 2013,

- 16.1 All vehicles rated greater than 3.5te, attending or going the Purchaser's site geographically located within the M25, which are operated / used by the Supplier or its designated transportation / logistics supply chain, that do not comply with the minimum Purchaser's safety specification / standard will be denied access to such project.
- The minimum Purchaser safety specification / standard have been branded 'Stop & Think: Are your vehicles safe?' The corresponding technical specification can be accessed via the following website path – www.costain.com/responsibility/relationships/supply-chain.